

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting –February 2, 2012

Meeting held at Goodwin's Mills Fire Station was called to order at 6:32 pm.

Present – Fire Commissioners: Jim Roberts, Chris L'Heureux, Ray Demers, Wendell Smith, Don Hernon; Municipal Fire Chief Rod Hooper; Goodwin's Mills Fire Rescue (GMFR) President Normand Bilodeau (part time); GMFR Bookkeeper Mary Ann Wade (part time); Lyman Municipal Fire Department Treasurer Carol Stewart (part time); Lyman Selectmen Leo Ruel (part time) and Steve Marble (part time); Lyman Treasurer Carol Sanborn (part time).

Absent – Fire Commissioner Normand Melancon.

Handouts-

1. Draft Minutes of 1-19-12 FC meeting
2. Draft Fire Commission Annual Report for Calendar Year 2011
3. Current GMFR Financial Status prepared by GMFR Bookkeeper **Mary Ann Wade**
4. Draft Municipal Fire Department FY 13 Budget data prepared by **Chief Hooper**

Minutes - FC members voted to approve minutes of January 19, 2012 FC meeting, as amended. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Department Financial Procedures – Municipal Fire Department Treasurer **Carol Stewart** stated that new Fire Department checks have been ordered. Also, Fire Department accounts will be maintained in the TRIO accounting system after the P&S Agreement Closing Date, rather than being kept in Quick Books until June 30, 2012, and then transferred to TRIO.

Purchase and Sales Agreement Closing Date – The P&S Agreement, Section 2.5, Personal Property/Other Assets Closing, states that the Closing shall occur on or about 90 days after the Effective Date of the P&S Agreement (November 30, 2011). The Closing was discussed with the following comments:

- Auditing firm RHR Smith will audit GMFR financial data starting February 13, 2012, in preparation for Closing.
- GMFR President **Normand Bilodeau** stated that Goodwin's Mills Firefighters Relief Association documents have been filed with the state of Maine, and that GMFR documents are ready for Closing.
- **Chief Hooper** provided a summary of options to resolve completion of the FEMA Grant for modernization of the Fire Station. The Grant does not have to be completed before GMFR Assets can be transferred to the Towns. FEMA has provided email confirmation that the Grant may be transferred to the Towns if the Grant is open on the date of Closing under the P&S Agreement.
- Closing may occur on Thursday, February 16, 2012 at a Fire Commission meeting if all the final details can be completed. It was noted that the Boards of Selectmen should vote their agreement with the Closing and record this vote in the minutes of a Selectmen's Meeting.

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- Amount of legal fees incurred for the ongoing process of completion of the FEMA Grant and transfer of GMFR Assets to the Towns was discussed.

Municipal Fire Department FY12/13 Budget Review – Chief Hooper and GMFR Bookkeeper **Mary Ann Wade** provided the following data for FC review:

- GMFR Operations Statement of Financial Income & Expense as of 1/30/12.
- GMFR Treasurer's Report as of 2/2/12.
- Municipal Fire Department FY13 Draft Budget broken out into major categories:
 - Payroll
 - Operations
 - Capital Improvements

FC members and **Chief Hooper** discussed the financial data with suggestions provided for clarification. Major item discussed included:

- Recommendation to add payroll funding for two per-diem firefighters in January 2013, which would allow for two person coverage at the Fire Station on a 24/7 basis. It was suggested that this provision could be put on the June 2012 Town warrants as a separate Article to permit consideration by voters. Lyman Selectman **Leo Ruel** noted that Selectmen approval is needed to add Articles to the Town warrant.
- Cost of Living pay increase for Fire Department employees. FC members noted that the Fire Department employees should receive a cost of living increase based on the Consumer Price Index (estimated at 3%) if other Town employees also receive this type pay raise.

It is anticipated that there will be a joint meeting with **Chief Hooper**, FC members and the Lyman/Dayton Budget committees on Monday, February 27, 2012; time and place TBA.

Fire Department Physical Agility Test – Chief Hooper noted that one full time firefighter may have to take the PAT to comply with the requirements of the First Amendment to the Interlocal Agreement, unless he took the PAT on July 16, 2011 when the PAT was given for the Municipal Fire Chief Candidates.

Executive Session – The FC voted to go into Executive Session under the provisions of Maine MRS Title 1, Chapter 13, Subchapter 1, Section 405.6A, Executive Sessions Permitted Discussion. The FC was in Executive Session from 9:20 pm until 10:03 pm.

Municipal Fire Department Deputy Fire Chief – In accordance with the Interlocal Agreement, **Chief Hooper** recommended that **Captain Chad D. Johnston** be appointed **Deputy Fire Chief** effective February 16, 2012. The FC voted to approve this appointment.

Mutual Aid Agreement with the Town of Hollis Maine - In accordance with the Interlocal Agreement, **Chief Hooper** presented a Mutual Aid Agreement with the Town of Hollis, Maine for FC review and approval. The FC voted to approve this Agreement, and it was signed by FC Chairman **Jim Roberts** on behalf of the FC.

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Use of Life Flight Services – Readiness for use of Life Flight services was discussed. **Chief Hooper** stated that GMFR members have received ground school instruction on necessary procedures to accommodate helicopter life flight service safely.

Draft Fire Commission Annual Report for Calendar Year 2011 – Draft report was not discussed.

Next Meeting –Next FC meeting will be on Thursday, February 9, 2012, 6:30 pm at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at 10:13 pm.